

**MINUTES of the Council Meeting held on Monday**  
**25<sup>th</sup> July 2022, at 7.30 pm –**  
**in the Lower Hall at Bentham Town Hall.**

Present: Cllrs Adams (Chair), Burton, Gerrie, Hill and Marshall. DCllr Brockbank. The Clerk Christine Downey. Two members of the public.

- 89 Apologies from members unable to attend: -  
 89.1 To Note Apologies for absence given in advance of the meeting. **None.**  
 89.2 To consider acceptance of reasons for absence – if consideration of reason requested. **None.**
- 90 Declaration of interests: -  
 90.1 To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests. **None.**  
 90.2 To approve dispensation requests – if dispensation requests received. **None.**
- 91 To Receive Comment & Concerns: Public Participation – to hear matters raised by members of the public or Cllrs with an interest (that are allowed to speak) either on agenda items or for future consideration. (NB: for non-agenda items Members of the Council are not permitted to respond, except to ask questions for the purposes of clarification; The period of time designated for public participation at a meeting shall not exceed 20 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 3 minutes)  
**None.**
- 92 To review and adopt the updated co-option policy. (Paper 2022/124)  
**RESOLVED: To remove “or if requested by a signed ballot (as allowed for in standing orders)” from paragraph 3b.**  
**RESOLVED: That, subject to the above amendment, the policy is agreed and adopted.**
- 93 To consider written applications for the office of town councillor and to fill vacant seats by co-option. (Paper 2022/125)  
**RESOLVED: Mark Antony Paige, Leonie Pearce and Timothy Stannard are co-opted onto the council.**  
**RESOLVED: Clerk to arrange for the completion of the appropriate documentation before the next council meeting.**  
**RESOLVED: To readvertise the remaining three councillor vacancies, closing date for applications to be 12<sup>th</sup> October 2022.**
- 94 To Confirm the Minutes of the previous meeting on 4<sup>th</sup> July 2022. (Paper 2022/126)  
**RESOLVED: That the minutes of the meeting of 4<sup>th</sup> July 2022 are agreed and signed.**
- 95 To receive the Draft Minutes of the Finance Committee meeting of 11/07/2022. (Paper 2022/127)  
**Received.**
- 96 Planning Matters: -  
 96.1 To consider and comment upon New Planning Applications  
 96.1.1 2022/23965/VSR, Application to vary condition no 2 (approved plans) of application reference number 2021/22678/FUL. Date of decision 23/12/2021. Barn at Lane Foot Farmhouse, Greystonegill Lane, Bentham, Lancaster, LA2 7AL.  
**RESOLVED: That the council has no objections to this planning application.**  
 96.1.2 2022/24171/VAR. Application for variation of condition no 3 on planning application referenced 08/2017/17775. Was a prior to first use condition. Materials were used before discharging the

conditions. To be post start and to discharge. Site of Low Bentham CP School, Doctors Hill, Low Bentham, Lancaster.

**RESOLVED: That the council has no objections to the variations on this application, but would point out, in response to a resident's comments on the metal fence, that the boundary fence belongs to Bentham Town Council. On 15/03/2021 the Council made the developer aware that the beech hedge had been planted too close to the boundary fence and should be moved back to allow both sides of the hedge to be cut, in order to prevent it from growing into and through the boundary fence and damaging that fence, and potentially pushing it over. Copy attached.**

96.2 To consider and agree a response to the following consultation documents from Craven District Council: -

**It was reported by DCllr Brockbank that the planning documents, as part of the local plan, will transfer over to NYCCC next year, and will only be superseded when NYCC produce their own local plan.**

96.2.1 Flood Risk & Water Management Supplementary Planning Document. Deadline 08/08/2022. (Paper 2022/128)

**RESOLVED: To respond pointing out that the risk assessment and arrangements seem to only cover the site that is being developed, but do not go beyond that and address the impact from the development of the site further afield. The council's view is that any site should not be considered in isolation, but that the impact on all areas of Bentham from the development should be covered and addressed in the risk assessment and arrangements.**

96.2.2 Green Infrastructure and Biodiversity Supplementary Planning Document. Deadline 08/08/2022. (Paper 2022/129)

**RESOLVED: That the council has no comments.**

97

To agree the **Accounts for Payment: -**

Viking	Printer paper	59.14
Citron	Sanitary disposal unit	13.72
Waterplus	CYB	11.84
Viking	Accident books	49.56
Bulb	Dual fuel at CYB 18/03/22 to 21/07/22	368.35
Kingsdale Projects	Grass cutting / parish caretaking	3,425.00
Signpost Restoration Ltd	Special project / Fingerpost	3,198.00
1 & 1 Ionis	Internet	18.00
BT Group Plc	Phone bill TIP	59.28
SSE Swalec	Unmetered electric supply	95.27
NEST	Pension contributions	154.12
Craven District Council	Trade waste	55.10
TOTAL		7,507.38

**RESOLVED: Approved.**

**RESOLVED: Cllrs Adams and Marshall to authorise.**

98

**Buildings: Town Hall: -**

98.1 To review the lift inspection report and consider whether any further action is required. (Paper 2022/130)

**RESOLVED: Clerk to ask Cllr Stannard to deal with the inaudible emergency communication system, and repair as necessary.**

98.2 To review the count of chairs and agree a way forward. (Paper 2022/131)

**RESOLVED: Re the orange plastic chairs; dispose of the damaged chairs which should leave approx 190 in the Ballroom; store 60/70 of those in the cupboard at the side of stage; store the remaining 120/130 on the floor along the sides of the ballroom, stacked no more than 4 high. If necessary one row of chairs can be stored along the back wall of the stage, but keep the stage as clear as possible.**

- 98.3 To consider installing flag poles on the front of Town Hall.  
**RESOLVED: Cllr Marshall to report further in due course, for consideration at precept meeting as special project.**
- 98.4 To consider quotes for: -
- 98.4.1 Work on the fire alarm system and emergency lights, from Howsons, dated 20/06/22. (Paper 2022/132)  
**RESOLVED: To accept the quote for work on the fire alarm system and emergency lights, from Howsons, at a cost of £550.89 plus vat.**
- 98.4.2 Service contract on sliding doors from The Automatic Door Company dated 22/06/22. (Paper 2022/133)  
**RESOLVED: To accept the quote for an annual service contract from The Automatic Door Company, at a cost of £336.30 plus vat (being £354 less 5% discount) per annum. Service contract to be for three years initially, with two visits a year, in April and October.**
- 98.4.3 Decorating by Barbara Rothwell. (Paper 2022/134)  
**RESOLVED: To accept the quote for decorating work at a cost of £1,098.00 with any materials being purchased by the council.**  
**RESOLVED: To arrange for the decorator to touch up the paint work in the Lower Hall.**
- 98.5 To consider action to be taken re old papers stored in cupboard at bottom of WR stairs and agree a way forward.  
**RESOLVED: That the chest/cabinet of old papers is moved to the archive room.**  
**RESOLVED: That an archive evening to be arranged in due course to sort and photograph the papers.**
- 98.6 To consider hiring a skip and arranging for Thomas Brown to clear out the basement and underpass storage area and agree a way forward.  
It was reported that Cllr Adams has a good idea of what should be stored in the underpass.  
**RESOLVED: Not to order a skip and not to arrange for Thomas Brown to clear out any areas.**  
**RESOLVED: That Cllr Adams will clear out the underpass and dispose of any superfluous items in due course.**
- 98.7 To consider the condition of basement and agree a way forward.  
It was reported that water runs across the basement floor.  
**RESOLVED: That Cllr Adams will look at it further and report back in due course.**
- 98.8 To receive the notes from the Annual Walk of Town Hall on 03/03/2022. (Paper 2022/135)  
**Received.**
- 98.9 To review the list of unresolved repairs at the Town Hall and agree a way forward for any not already covered. (Paper 2022/136)  
It was reported that the lights in the gents' toilets do not have covers, so they are not missing.  
**RESOLVED: Clerk to instruct joiner to proceed with all the small woodwork and door repair jobs.**  
**RESOLVED: Clerk to instruct Howsons to deal with flickering light in ladies' toilet and the fan in Wenning dale Room on their upcoming visit for emergency light repairs.**
- 99 To consider the following correspondence and to agree a way forward and/or a response: -
- 99.1 Email of 07/07/2022 regarding Longstaffe's Educational Foundation Town Council Representative. (Paper 2022/137)  
**RESOLVED: That the five council representative appointments that are still pending, will be appointed when more of the councillor vacancies have been filled.**  
**RESOLVED: That in the meantime, a representative will attend the Longstaffe Educational Foundation meetings if Mrs Hey lets the council know when they are.**  
**RESOLVED: Clerk to advise Mrs Hey according.**
- 99.2 Email of 16/07/2022 regarding use of room at town hall for Bentham Masterplan meeting. (Paper 2022/138)  
**RESOLVED: That there will be no charge for the use of a room for the meeting on Friday 9<sup>th</sup> September at 10 am, in the Lower Hall.**  
**RESOLVED: That Cllr Gerrie will attend the meeting on behalf of the council, if a council representative is required.**

**RESOLVED: Clerk to ask if a council representative is required.**

100

Items for next meeting and minor items for information only.

**Agenda Items**

To consider new plants and/or bulbs for the School Hill planters.

**Minor Items**

- The flags at Town Hall still need lowering.
- The PHPF sign has been delivered and is ready for Thomas Brown to install, and flag around it. Cllrs Adams, Burton and Marshall will mark up the site tomorrow at 6pm.
- The clerk has instructed Thomas Brown to water the planters on School Hill.
- The clerk will be taking holidays in August – details to be forwarded to chairman when finalised.
- Two planning applications have arrived with a deadline of 12<sup>th</sup> August 2022 for the submission of comments from the council. The clerk has requested an extension of the deadline to 06/09/2022, i.e., the day after the next scheduled council meeting. It was agreed that if the extension is not granted, that a special meeting in August to consider these two applications is not required.
- DCllr Brockbank reported that the effect of the closure notice on the Punchbowl at Low Bentham is that no members of the public are permitted in the pub or the beer garden, and that takeaway food cannot be served from the building but can be delivered. The details will be included on the councillor's social media page and she will be supplying the Bentham News with a statement.
- New Website. Clerk to circulate the draft version to all councillors; ask for an additional tab to be added titled "Town Hall"; double check that the council will be able to upload as much information and documents as it wants.

101

Date of next meeting; **05/09/2022**.

102

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the remainder of the business, that the public and press be excluded further from the meeting, whilst items 103 and 104 are considered.

**RESOLVED: That the press and public be excluded from the meeting.**

103

To review matters regarding the Caretaker and agree a way forward.

**RESOLVED: That the clerk is to conduct the three-monthly review and report back any issue that need attention to the council.**

**RESOLVED: That clerk clarifies what arrangements for regular Saturday cover the caretaker requires.**

**RESOLVED: That, if possible, the clerk makes suitable arrangements for Saturday and holiday cover for the caretaker, and if not possible reports back to council to consider further.**

**RESOLVED: That the Town Hall is only open on Bank Holiday's if there is a booking on that day, or a special event is on in the town.**

**RESOLVED: That the caretaker will be supplied with a work mobile phone and a council email address. Clerk to liaise with Cllr Stannard to organise.**

**RESOLVED: Contract to be updated as necessary and agreed with caretaker asap.**

104

To consider items of correspondence received regarding the Community Youth Building and agree a way forward.

**RESOLVED: That the draft letter to NYCC will be amended to establish what it would take to remove the restrictive covenant.**

There being no further business the meeting closed at 9.00 pm.